



DEPUTY COUNTY ATTORNEY - CIVIL OPEN POSITION

This is a full-time position working 8:30AM to 5PM, but will frequently require longer hours according to litigation needs. Salary is commensurate with education and experience.

POSITION PROFILE

Under the overall direction and supervision of the County Attorney, assist in the fulfillment of the statutory obligations of the County Attorney. Conduct research and draft memorandum and motions. Primary area of focus will be civil in nature with occasional projects on criminal cases. Appear in local State and Federal courts as assigned. Perform administrative and professional duties as needed.

- Provides support to fulfill the duties and responsibilities of the Civil Division and Criminal Division as assigned;
- Prepares legal documents such as pleadings, motions, briefs, appeals, contracts, leases, deeds;
- Attends meetings of the Duchesne County Board of Commissioners and provides legal advice and counsel regarding the matters considered and the conduct of the meeting as assigned;
- Attends elected official and department head meetings as requested and required to advise, counsel and consult with various departments and agencies of the County;
- Attends and participates in public meetings as requested and required to serve as a resource and legal voice of the County;
- Apprises County Officers regarding various legal issues related to statute, ordinance, policies and practice;
- Drafts resolutions and ordinances for consideration by the County Commission;
- Assists in the development of administrative procedures for County departments and agencies;
- Assists department heads in budget preparation and submits other recommendations when solicited;
- Investigates and provides opinion as to the validity of claims against the County;
- Negotiates with persons in the private sector on legal issues pertaining to County government;
- Provides legal advice to Duchesne County Sheriff's Office as requested, required and directed;
- Provides legal advice to law enforcement agencies within the County as requested;
- Performs research and analysis of law sources such as statutes, recorded judicial decisions, legal articles, treaties, constitutions and legal codes;
- Prepares and assists litigate cases arising out of County civil activities;
- Provides legal representation in court for and on behalf of the County in civil and regulatory matters as assigned;
- Provides assistance coordinating with outside counsel engaged to represent the County's interests;
- Assists in the Representation of County elected officers, department heads and employees before federal and state court and federal, state and local administrative agencies; and
- Performs other job related duties as assigned by the County Attorney and Deputy County Attorneys, including but not limited to prosecution of felonies and misdemeanors in district court, juvenile court and justice court as needed.

EDUCATION AND EXPERIENCE

- Graduation from an ABA accredited law school with a Juris Doctorate Degree;
- Passed the Utah State Bar Exam;
- Be admitted to the Utah State Bar and be a member in good standing.
- 0-3 year experience

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Superior Legal Writing Skills.
- Outstanding ability to conduct legal research.
- Knowledge of advocacy techniques, principles of law and their application, civil and criminal trial procedures and the rules of evidence.
- Knowledge and application of the Utah Code and local ordinances and how they apply to County government operations.
- Knowledge and application of case law related to a variety of County government subjects and criminal prosecution; principles, practices and methods used in legal research.
- Ability to conduct the prosecution or defense of civil and criminal cases assigned.
- Ability to present statements of fact, law and argument intelligently and logically.
- Ability to gather and evaluate information obtained through research, investigations and interrogations.
- Apply legal principles and knowledge to individual cases and problems.
- Ability to analyze and evaluate facts and evidence and to apply them to individual cases and problems.
- Ability to establish and maintain effective working relationships with employees, other agencies and the public; and
- Ability to follow written and verbal instructions; ability to communicate effectively, orally and in writing.

PERFORMANCE MEASUREMENTS

- Draft complex legal documents in an organized and professional manner.
- Demonstrate a thorough knowledge of federal, state and County law, federal, state and County administrative rules, rules of evidence, criminal and civil rules of procedure, rules of ethics for attorneys, and the policies and procedures for each elected officer of Duchesne County.
- Analyze difficult and complex legal and administrative issues.
- Formulate and communicate effective solutions to problems orally and in writing.
- Establish and maintain effective working relationships with all County officers and employees, the representatives of other federal, state, and local agencies, crime victims, and the public.
- Effectively exercise decision-making authority with appropriate discretion when advising or representing the County or County officers.
- Make effective and persuasive oral and written presentations on controversial or complex topics to clients, other agencies, and the public; and
- Timely complete performance reviews and reports of support staff under supervision, documents employee performance, effectively communicate performance issues with supervised staff, and provide clear direction to supervised staff.

APPLICATIONS

CONTACT PERSONNEL FOR FULL JOB DESCRIPTION: myergensen@duchesne.utah.gov

County website: <http://duchesne.utah.gov>

In person: Duchesne County Administrative Office Building
734 N Center St, Monday through Friday 8:30 AM - 5:00 PM.

By Mail: ATTN: Human Resources Director: Duchesne County Administrative Office Building
P.O. Box 346, Duchesne, Utah 84021-0346

**DUCHESNE COUNTY IS AN EOE/ ADA EMPLOYER AND
IS COMMITTED TO EMPLOYING A DIVERSIFIED WORKFORCE**